

AUG 06 1998

## Monterey Peninsula College

# Essential Skills for CalWORKS Participants

The courses listed here are designed to help students and prospective employees to master the reading, writing and math skills necessary for successful completion of certificate programs and entry-level employment; students will be placed according to the assessments administered through the college. It is assumed that the majority of students in the CalWORKS program will need some review work in each of the three areas and that they will need personal development modules focused on attaining and keeping a job. It is also thought that some students may need to complete some ESL courses prior to the course work in essential skills described herein.

## Reading

- = English 335, Building a Better Vocabulary: 16 hours by arrangement; computer-assisted; offered in the MPC English Center. Students will be working independently and must be self-motivated.

- = English 350, Foundation of Spelling and Reading (Lindamood Program): Students work in small groups, independently on a computer, or one-to-one with a tutor on the skills necessary to decode (read) and encode (spell) words. Tailored to meet the individual students needs. 48 hours by arrangement; offered in the MPC Lindamood Center.

- = English 30x, Visualizing-Verbalizing: Strategies for Effective Comprehension: For those who need to improve reading comprehension, recall of information and critical thinking skills. Designed for students whose reading levels place them at or below a "C" level in their academic programs.

- = English 322, Effective Reading Skills: The introductory reading course in MPC's English sequence, focusing on critical thinking and vocabulary skills. 3 hours lecture; 1 hour discussion; 2 hours lab.

- = Special Education 332, Reading Skills Development: Designed for students with disabilities to develop and increase basic reading skills, comprehension and vocabulary. *Requires assessment through MPC's Supportive Services Department*

## Writing

- = English 325, Basic English Grammar: 16 hours by arrangement; computer assisted; offered in the MPC English Center. Students will be working independently and must be self-motivated.

- = English 328, Intermediate English Grammar for Writing: 16 hours by arrangement; computer-assisted; offered in the MPC English Center. Students will be working independently and must be self-motivated.

- = English 350, Foundation of Spelling and Reading (Lindamood Program): See above for description.

- = English 321, Effective Writing Skills: The second introductory course in MPC's English sequence (students should have completed or enroll concurrently in English 322), focusing on sentence structure, grammar and usage, focused paragraphs and summary-writing. 3 hours lecture; 1 hour discussion; 2 hours lab

- = Special Education 333, Writing Skills Development: Designed for students with disabilities to develop and increase basic writing skills. *Requires assessment through MPC's Supportive Services Department*

## Math

- = Math 360, Arithmetic and Basic Mathematics: In a total of 80 hrs., students who need to review the arithmetic of numbers receive instruction in whole numbers, fractions, decimal numbers, basic measurements and percentage.

- = It is planned to make Math 360 available in the Math Study Center on an open-entry, open-exit basis.

# Vocational/ Occupational Programs

## Suitable for C&WORKS Participants

Programs completed in 6 months or less	Programs completed in one year
Cook Job Training	Business Office Technology
Medical Office Reception	Medical Office Administration
	Business Secretarial
	Child Development
	Hospitality Operations
	Ornamental Horticulture

Completion times assume the student has essential reading, writing and math skills prior to entering the program. Additional personal development classes will be available, as well as the English and Math center, to complete the weekly hours requirement for students. It is assumed that the majority of entering students will need some work in reading, writing and/or math and the personal development courses focused on attaining and keeping jobs.

If enough students are available, the Child Development, Office Technology and Secretarial programs can be completed in six months. Currently the classes necessary for those certificates are offered over a two-semester period.

Additional programs in Computer Software Applications, Computer Technology, and Accounting are available for interested and qualified students. Retail Merchandising and Auto Technology programs are being considered for revision to meet C&WORKS needs.

Students who cannot begin at the beginning of a semester will be placed in open-entry/open-exit programs in reading, writing, and/or math based upon need, and in short-term occupational programs noted above when feasible. Many of the courses in these programs have short-term cycles in lieu of open-entry, open-exit learning environments. Business office occupation programs are offered in an open-entry, open-exit environment.

The following provides specific information regarding the eight programs completed in either six months or one year. A Certificate of Completion is issued only by a program area, not by the College and certifies job readiness. As required by the Education Code, Certificates of Achievement issued by the college must contain a minimum of 18 units. All Certificates of Completion can be continued to receive Certificates of Achievement, and all Certificates of Achievement can be continued to receive an Associate Degree.

1. Business Office Technology (18 units)  
Certificate of Achievement
2. Business Secretarial (18 units) Certificate of Achievement\*

3. Child Development (12 units) "Certificate of Completion"  
(Meets minimal Community Care Licensing requirements for teachers in private center program)

4. Hospitality Operations (20 units) Certificate of Achievement\*

5. Medical Office Reception (18 units)  
Certificate of Achievement  
(Can be completed in five months assuming student has essential reading, writing, and math skills. Begins late August, completes end of January (five months))

6. Medical Office Administration (28.5 units)  
Certificate of Achievement\*  
(No open entry, can start at beginning of fall semester only.)

7. Ornamental Horticulture (27 units)  
Certificate of Achievement\*

8. Cook Job Training (5 units) "Certificate of Completion"  
(Can be completed in one semester assuming student has essential reading, writing and math skills. Includes 75 hours of on-the-job training (7 unit).)

\*Can be completed in two semesters assuming student has essential reading, writing and math skills